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Administrative Registry
1-1716

1 August 1950

MEMORANDUM FOR: Each Assistant Director and Staff Chief

SUBJECT: CIA Space Requirements

1. It is requested that you advise the Chief, Administrative Staff, by 11 August 1950, of the ultimate anticipated space requirements for the activities under your jurisdiction. These requirements should assume space occupancy for office purposes on the basis of approximately 100 square feet per person, not including special purpose requirements.

2. Special purpose requirements (vault, teletype room, special training, IRE equipment, etc.) should be separately and individually described, with an estimate of the total square footage for each such purpose.

3. The Assistant Director for Scientific Intelligence should coordinate with interested offices and include any essential laboratory facilities, etc.

5. It is recognized that estimates will not be accurate, but they will provide a needed planning base.

6. The above information is necessary in connection with current efforts to obtain one or several permanent buildings in which CIA activities can be reasonably centralized.

Acting Executive

Copies to:
All of above

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